IPEDS Web-Based Data Collection, Winter 2003-2004
Cross-Survey Edit Specifications for
Employees by Assigned Position, Salaries, and Fall Staff

- General Notes

- Cross-survey edits will run once any **one** of the following surveys are "Clean" or better **AND** the "Perform edit" option has been selected for another survey:
  - **Employees by Assigned Position (EAP)**
  - **Salaries (SA)**
  - **Fall Staff**
    Long version (S1) - degree-granting institutions that have 15 or more full-time employees.
    Short version (S2) - nondegree-granting institutions that have 15 or more full-time employees.

  (Example: If data are entered and clean for an EAP survey, the cross-survey edits will run once data are entered for a second survey and the "Perform edit" option has been selected for the second survey (SA, S1, or S2).)

- The order in which surveys are entered does not affect the cross-survey edits.

- If numbers across surveys for the same primary function/occupational activity do not agree, but are within 10 percent of each other, no explanation will be required. If there is more than a 10 percent difference between numbers across surveys for the same primary function/occupational activity, an explanation will be required. Refer to the information below for details on cross-survey edits for particular surveys.

- Employees by Assigned Position versus Salaries

The number of employees reported in the EAP, full-time, non-medical category, as either Primarily instruction or Instruction combined with research and/or public service should agree with the total number of full-time instructional faculty (men and women) who work any of the applicable contract lengths/teaching periods (less than 9 months per year; 9 or 10 months per year; and/or 11 or 12 months per year) as reported in SA. If there is more than a 10 percent difference between the number of employees reported in EAP and SA for the same primary functions/occupational activities, an explanation will be required.

- Employees by Assigned Position versus Fall Staff (long version - S1)

- **Full-time employees** - The total number of full-time employees reported for each primary function/occupational activity in EAP (non-medical and/or medical school) should agree with the total number of full-time employees (men and women) reported for each primary function/occupational activity in S1, Part A (full-time faculty - instruction/research/public service) **and** Part B (all other full-time employees). (**NOTE**: S1, Part A, full-time faculty (instruction/research/public

service) should agree with the sum of faculty reported in EAP as full-time (non-medical and/or medical school) for the following four categories: Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service.) If there is more than a 10 percent difference between the number of full-time employees reported in EAP and S1, Parts A **and** B for each primary function/occupational activity, an explanation will be required.

- **Part-time employees** - Likewise, the total number of part-time employees reported for each primary function/occupational activity in EAP (non-medical and/or medical school) should agree with the total number of part-time employees (men and women) reported for each primary function/occupational activity in S1, Part D (part-time employees). (**NOTE**: S1, Part D, part-time faculty (instruction/research/public service) should agree with the sum of faculty reported in EAP as part-time (non-medical and/or medical school) for the following four categories: Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service.) If there is more than a 10 percent difference between the number of part-time employees reported in EAP and S1, Part D, for each primary function/occupational activity, an explanation will be required.

- Employees by Assigned Position versus Fall Staff (short version - S2)

- **Full-time employees** - The total number of full-time employees reported for each primary function/occupational activity in EAP should agree with the total number of full-time employees (men and women) reported for each occupational activity in S2, Part A (full-time employees). (**NOTE**: S2, full-time faculty (instruction/research/public service) should agree with the sum of faculty reported in EAP as full-time for the following four categories: Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service.) If there is more than a 10 percent difference between the number of full-time employees reported in EAP and S2, Part A, for each primary function/occupational activity, an explanation will be required.

- **Part-time employees** - Likewise, the total number of part-time employees reported for each primary function/occupational activity in EAP should agree with the total number of part-time employees (men and women) reported for each primary function/occupational activity in S2, Part B (part-time employees). (**NOTE**: S2, part-time faculty (instruction/research/public service) should agree with the sum of faculty reported in EAP as part-time for the following four categories: Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service.) If there is more than a 10 percent difference between the number of part-time employees reported in EAP and S2, Part B, for each primary function/occupational activity, an explanation will be required.